



HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER – 092-09

- OPEN TO:** **All Bangladeshi Interested Qualified Candidates**
- POSITION:** **Senior Program Specialist**
FSN-4005-12
(Salary approx. Tk. 124,729 per month)
Depending on qualifications and experience,
Incumbent may be hired at a trainee grade
(One or two grade lower than the established grade
FSN-12) if s/he does not meet all required
Qualifications.
- OPENING DATE:** **October 22, 2009**
- CLOSING DATE:** **November 19, 2009**
- WORK HOURS:** Full-time; 40 hours/5 days per week

The United States Agency for International Development (USAID) in Bangladesh is seeking applications from qualified Bangladeshi nationals for the position of Senior Program Specialist in the Program Office.

Candidates for employment are generally hired at the first step of the established grade of the position. In some instances, candidate may be hired at a higher step when exceptional qualifications so warrant. If there are no qualified candidates at the stated grade level, a candidate may be hired at a lower grade level.



BASIC FUNCTION:

The Senior Program Specialist (SPS) occupies a key position in the Program Office, serving as the head of the Program Analysis and Budget Unit within the Program Office. As the most senior Foreign Service National (FSN) in the office, s/he is expected to serve a leadership role in the Program Office and the Mission at large. S/he may be called upon to serve as the Acting Program Office Director in the absence of the Program Office Director and Deputy Director. S/he is responsible for day-to-day coordination, oversight, and direction for the full range of Program Office functions and as such, will serve as a primary source of authoritative advice, guidance and analysis to support planning, design, and implementation of the USAID assistance program in Bangladesh. S/he works closely with all of the Mission's technical offices and support offices to ensure smooth program implementation. In addition, s/he must interact and work with counterparts in other US Government Agencies with representatives at post to coordinate program planning, implementation, and reporting. Primary areas of responsibility include: liaison with high level host-country government counter-parts; Mission-wide program budget management and coordination; Mission-wide project development, design, and monitoring as well as implementation and oversight of local currency resources. The incumbent is expected to have a broad understanding of all activities undertaken by USAID/Bangladesh and to be familiar with USG and Agency policies and procedures, particularly as they relate to US development assistance. In addition, the incumbent must have in-depth of knowledge as related to post policies and procedures and corresponding GOB policies and procedures.

MAJOR DUTIES AND RESPONSIBILITIES:

The primary duties and responsibilities of this position are as follows:

1. Host-country Relations:

The incumbent is the Mission's primary liaison with the Government of Bangladesh responsible for developing and maintaining positive and effective working relationships that will foster collaboration in implementing development assistance between the USG and the Ministry of Finance/ERD, which is the government unit responsible for coordinating and overseeing foreign assistance to Bangladesh and Program Office's primary GOB counterpart. S/he maintains a collaborative working relationship with senior officials at the Additional Secretary and Joint Secretary levels to coordinate policy and administrative matters pertaining to USAID development programming in Bangladesh. S/he assists in negotiations on the Mission's bi-lateral and other agreements with the GOB, and is expected to provide insight into government processes and political relationships to inform



decision making with regard to USAID's foreign assistance strategy. Within the Mission, the incumbent is responsible for coordinating and facilitating communications related to on-going projects between technical offices and the Ministry of Finance/ERD. In addition, the incumbent is expected to serve as a senior advisor to the Mission Director and the Program Office Director on GOB relations, providing critical insight into how the GOB functions and ensuring that proper protocol is maintained. The incumbent is expected to rely upon his/her independent judgment, past experience working with high level GOB officials, and personal initiative to complete tasks with minimal supervision.

2. Program Budget Formulation and Implementation:

The incumbent serves as the Program Office's principal program budget expert, analyzing and advising on the funding for all Mission programs and on related Agency requirements and procedures, providing information and guidance to all technical teams and providing analysis and recommendations to Mission management. S/he serves as USAID/Bangladesh's chief expert and resource person on matters related to the Agency's budget cycle and pertinent USAID regulations and Mission reporting requirements. S/he manages the Mission's annual budget planning processes to ensure that US foreign assistance resources are appropriately allocated to development activities, taking into account priorities established by the GOB and US in an on-going dialogue. S/he provides technical guidance and advise on matters including, but not limited to: pre-obligation requirements, country and assistance checklists, fund directives and earmarks, account specific guidance, forward-funding regulations, emphasis area coding, limitations set forth in the annual appropriations bill, separate notification requirements and CN format and submissions, ADS, funds control requirements and related policies and procedures to the Senior Management Team and technical team members. The incumbent will supervise staff who are responsible for maintaining the Mission's Budget Information System, tracking Mission program budget requests and allowances, obligations, and providing budget analysis reports in conjunction with OFM personnel.

3. Mission Strategy and Project Development and Implementation:

As the Mission's chief budget advisor, the incumbent is highly involved and plays a key role in the management of the Mission's Strategic Planning process. S/he helps to ensure that resources are allocated appropriately to achieve the Mission's stated goals and objectives, advise on the eligible uses of funds for various purposes and ensure that programs are designed and implemented in accordance with USAID's foreign assistance objectives as outlined in the relevant Mission strategy documents. The incumbent will also serve as a Program Office Backstop, supporting the project implementation actions of one of the Mission's four technical offices. Like the Program Office's other backstops, s/he is expected to be highly involved in supporting the



Mission's Strategic Planning process and will play a key role in ensuring adherence to the Agency's programming policies and procedures, building Mission capacity to produce high quality documentation, and ensuring that implementation documents meet minimum standards for clarity and accuracy. The Program Office Backstop function includes assisting in the drafting of and/or reviewing activity design and approval documents; developing the technical teams' design work plan; ensuring the involvement of extended team members from the Mission's support offices; reviewing, providing comments on and/or editing various implementation related documents such as project performance monitoring plans, MAARDs, Statements of Work for project implementation and evaluations, and contractor/grantee work plans and annual reports, and serving on technical evaluation panels as needed. In addition, the incumbent supervises the Program Office's key point of contact on all Program Office specific audit concerns, liaising with OFM as required.

4. Local Currency Portfolio Management:

The incumbent has overall responsibility for the management of the Mission's Local Currency Portfolio. S/he serves as co-chair of the Mission Local Currency Committee and coordinates discussion regarding how the funds are used to support GOB development initiatives. In this capacity, s/he is responsible for coordinating the programming of the entire local currency portfolio, valued at more than US \$35,000,000 at current exchange rates. S/he is also substantially involved in the program formulation stages of project design, consulting simultaneously with and facilitating discussions between technical staff and GOB counterparts to ensure maximum coordination in the use of these funds. S/he coordinates with USDA, OFM and the ERD on local currency matters and serves as co-chair of the mission's Local Currency Committee, convening quarterly meetings and keeping records on decisions taken. S/he is also responsible for updating and ensuring compliance to the Mission Order on Local Currency Management.

The incumbent is responsible for operating USAID information systems and information security to a level of "Least Privilege," "Individual Accountability" and "Need to Know" as defined in ADS 545.3.2.1 and also below:

Least Privilege - That an individual is granted the most restrictive set of privileges needed to perform an authorized action. This reduces the authorization level necessary to perform each individual action, and decreases the chance that an individual with high privileges may perform unauthorized actions that result in a security breach.



Individual Accountability - That an individual is solely responsible for his or her actions. He or she may be required to explain and defend those actions to organizational authorities that can impose penalties against misuse or abuse of authorized actions.

Need to Know - That an individual, in the performance of his or her duties, has the requirement to access specific information, which would otherwise not be accessible to him or her. He or she must protect the information, using safeguards appropriate to its Sensitivity level, to ensure that other individuals who do not have an access requirement or authorization do not access it.

QUALIFICATIONS REQUIRED:

- 1. Education:** The incumbent should have at least a Masters degree in finance, economics, accounting, business management or a related field, or its equivalent. Relevant experience can be substituted for the Masters Degree for exceptional candidates. (You must attach a copy of your Master's degree completion certificate along with your resume and or application form.)
- 2. Language Proficiency:** English reading, writing, and speaking skills are required at a very high level (i.e., Level IV). Must be able to write and speak in a concise and thoughtful manner on development programs and issues. Fluency in spoken and written Bangla is required.
- 3. Prior Work Experience:** 5-7 years of progressively responsible professional experience in financial management in the public or private sector are required, at least 3 years of which should have been working with or for a foreign government, international NGO, foreign donor agency or foreign company. Previous experience should include responsibility for exercising judgment and providing solid analysis leading to sound financial decision-making on development assistance projects. At least three years of experience managing budget processes and working with database and spreadsheet software is also required.
- 4. Knowledge:** A thorough and comprehensive knowledge of the principles and accepted practices of financial accounting, budgeting and reporting and familiarity with professional accounting principles, practices and terminology is required. In addition, the candidate should be familiar with GOB policies and procedures related to the implementation of assistance programs. S/he should have an excellent general understanding of development issues in Bangladesh and how government policies and donor support impact economic and social progress. Familiarity with best practices in project design, development, implementation and/or evaluation is also required.



5. Skills and Abilities: Excellent interpersonal skills, the ability to write in professional English, and ability to work in a team are essential skills for this position. In addition, this position requires excellent judgment, sophisticated analytical skills and strong organizational ability. S/he must demonstrate the ability to analyze budget and program performance data to inform development investment decisions. A high degree of computer literacy is required; including the ability to create and manipulate budget databases, develop presentation quality executive briefing materials, and develop systems to manage complex budget controls. The candidate must also demonstrate the potential to rapidly acquire job specific knowledge of U.S. Government legislation, policies and procedures relevant to development assistance.

SELECTION PROCESS:

It is essential that the candidates address the required qualifications above in the application. **Applicants who do not provide evidence that they meet the above qualification requirements may not be considered.** After an initial application screening, the best-qualified applicants will be invited to a testing process, which will include written examinations and oral interviews. The probationary period for this position is **one year**.

ADDITIONAL SELECTION CRITERIA:

1. The Mission will consider issues such as conflict of interest, nepotism, budget implications, etc., in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. The candidate must be able to obtain and hold a security clearance.

TO APPLY:

Interested Bangladeshi qualified candidates are requested to submit the completed "Application for Employment as a Foreign Service National" Form or a plain resume along with a cover letter as convenience. Blank application forms are available at the South barrier (near the Vatican Embassy) and at U.S. Embassy website at: Dhaka.usembassy.gov. In-house interested candidates may collect the form from the Human Resources Section, USAID, Room No. 64, Chancery Building, C/o



American Embassy, Dhaka. One of the following options may be used to drop applications:

- General Post Office (GPO) Box No. 2593, Ramna, Dhaka
- FAX: (880-2) 8823648
- By Hand with No Sealed Envelope

A copy of blank form is also attached hereto for your convenience.

[Application Form](#)

All applicants must complete application form and attach a copy of your Master's degree completion certificate. Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at anytime.

SUBMIT APPLICATION TO:

Supervisory Executive Officer
Executive Office
USAID, Bangladesh
C/o American Embassy
Dhaka

DEFINITION:

Foreign Service National (FSN): A host country national employed at a U.S. Mission abroad, who is not a U.S. citizen, nor a family member of a direct-hire Foreign, Civil, or uniformed service member under COM authority.

NOTE: *“Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency. They may be employed in different agencies.*

The US Mission in Dhaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, political affiliation, marital status, or sexual orientation. The United States Agency for International Development also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.